



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 527.1

Job Title: **MAINTENANCE MECHANIC I**

Pay Grade: 8

GENERAL SUMMARY:

Performs varied semi-skilled mechanical work in the repair and maintenance of buildings and physical plants.

RESPONSIBILITIES:

- Performs inspections, preventive maintenance, lubrication and repairs on machinery such as pumps, boilers, air conditioning units, meters, air compressors, backhoes, incinerators, plumbing, trucks and tractors.
- Uses hand tools and special equipment such as welding torches to test, repair, and maintain buildings' physical plants and equipment.
- May drive to and from work sites.
- Reports unsafe conditions and unsafe equipment.
- Keeps records of maintenance and repair work performed.
- Welds joints and pipes.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required. In some departments, may require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

No experience is required.

License: May require a valid Commercial Driver's License (CDL).

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Maintenance Mechanic I
Maintenance Mechanic II
Maintenance Mechanic III
Maintenance Supervisor

Effective: October 1990

Revised: January 2002